Financial Statement
1999-2000

Cypress Hills
Regional College

101-01977/

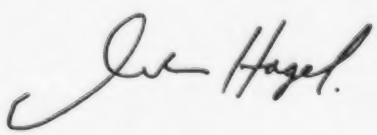
Letter of Transmittal

The Honourable Dr. Lynda M Haverstock
Lieutenant Governor
Province of Saskatchewan

Your Honour:

I have the honour to submit for your consideration the Financial Statements of the Cypress Hills Regional College for the year ending June 30, 2000.

Respectfully submitted,



Glenn Hagel
Minister of Post-Secondary Education and Skills Training

STARK & MARSH

CHARTERED ACCOUNTANTS

E.L. Blenner-Hassett CA
R.G. Budd CA CFP
K.A. Hagen CA CFP
A.D. Kiesman CA CFP
G.F. Knakoske CA CFP
R.J. Marsh CA
G.D. Rittinger FCA CFP
R.D. Siemens CA
G.D. Smith CA CFP
G.J. Trembath CA
B.W. Wiebe CA CFP

CYPRESS HILLS REGIONAL COLLEGE

FINANCIAL STATEMENTS

JUNE 30, 2000

AUDITOR'S REPORT

To the Board of the Cypress Hills Regional College

We have audited the balance sheet of the Cypress Hills Regional College as at June 30, 2000 and the statements of operations and changes in fund balances and cash flows for the year then ended. The college is responsible for preparing these financial statements for Treasury Board's approval. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion these financial statements present fairly, in all material respects, the financial position of the college as at June 30, 2000 and the results of its operations and cash flows for the year then ended in accordance with generally accepted accounting principles.

Stark & Marsh

Chartered Accountants

Swift Current, Saskatchewan
August 25, 2000

SCBEX Winner

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CYPRESS HILLS REGIONAL COLLEGE

BALANCE SHEET
As at June 30, 2000

Statement 1

ASSETS

	2000			1999
	Operating fund	Capital fund	Total	Total
Current				
Cash and temporary investments	$ 728,635	-	728,635	$ 659,274
Accounts receivable - Note 3	228,315	-	228,315	103,457
Inventories	8,636	-	8,636	12,989
Prepaid expenses	-	-	-	8,531
Other	150	-	150	150
	965,736	-	965,736	784,401
Capital - Note 4	-	915,803	915,803	938,669
	$ 965,736	915,803	1,881,539	$ 1,723,070

LIABILITIES AND FUND BALANCES

Current				
Accounts payable	$ 58,942	-	58,942	$ 43,649
Accrued salaries and vacation payable	77,440	-	77,440	62,737
Deferred revenues - Note 5	357,085	-	357,085	333,949
Tuition fee deposits	8,942	-	8,942	5,540
	502,409	-	502,409	445,875
Fund balances - Statement 3				
Invested in capital assets	-	915,803	915,803	938,669
Internally restricted as reserves	194,400	-	194,400	24,400
Unrestricted	268,927	-	268,927	314,126
	463,327	915,803	1,379,130	1,277,195
	$ 965,736	915,083	1,881,539	$ 1,723,070

Approved by the Board of Trustees

Director

Director

See accompanying notes to financial statements

CYPRESS HILLS REGIONAL COLLEGE

STATEMENT OF OPERATIONS
For the year ended June 30, 2000

Statement 2

	Operating			Capital		Total	
	Budget (Note 13)	2000	1999	2000	1999	2000	1999
Revenues - Schedule 1							
Saskatchewan Post-Secondary Education and Skills Training	$ 2,478,331	2,339,481	2,317,268	64,740	242,981	2,404,221	2,560,249
Federal government	44,792	89,721	141,544	-	-	89,721	141,544
Other revenues	616,338	829,574	697,902	19,134	19,500	848,708	717,402
	3,139,461	3,258,776	3,156,714	83,874	262,481	3,342,650	3,419,195
Expenses - Schedule 2							
Contractual professional fees	807,341	622,640	658,837	-	-	622,640	658,837
Rentals	76,839	74,827	82,616	-	-	74,827	82,616
Repairs and maintenance	21,000	47,488	54,355	-	-	47,488	54,355
Operating expenses - Schedule 3	410,251	504,192	428,072	-	-	504,192	428,072
Personal services	1,803,730	1,843,968	1,821,075	-	-	1,843,968	1,821,075
Amortization	-	-	-	147,600	139,894	147,600	139,894
	3,119,161	3,093,115	3,044,955	147,600	139,894	3,240,715	3,184,849
Excess (deficiency) of revenue over expenses	$ 20,300	165,661	111,759	(63,726)	122,587	101,935	234,346

See accompanying notes to financial statements

STARK & MARSH

CYPRESS HILLS REGIONAL COLLEGE

STATEMENT OF CHANGES IN FUND BALANCES
For the year ended June 30, 2000

Statement 3

	Invested in capital assets	Internally restricted assets	Unrestricted	2000 Total	1999 Total
Balance, beginning of year	$ 938,669	24,400	314,126	1,277,195	$ 1,042,849
Excess (deficiency) of revenue over expenses	(63,726)	-	165,661	101,935	234,346
Investment in capital assets - Note 11	40,860	-	(40,860)	-	-
Appropriation to reserves	-	170,000	(170,000)	-	-
Balance, end of year	$ 915,803	194,400	268,927	1,379,130	$ 1,277,195

See accompanying notes to financial statements

STARK & MARSH

CYPRESS HILLS REGIONAL COLLEGE

STATEMENT OF CASH FLOWS
For the year ended June 30, 2000

Statement 4

	2000	1999
Cash from operating activities		
Excess of revenue over expenses	$ 101,935	$ 234,346
Charges to operations not affecting cash		
Amortization	147,600	139,894
Net change in non-cash working capital	(55,440)	59,919
	194,095	434,159
Investing activities		
Additions to capital assets	(124,734)	(404,636)
Increase in cash during year	69,361	29,523
Cash and investments, beginning of year	659,274	629,751
Cash and investments, end of year	$ 728,635	$ 659,274

See accompanying notes to financial statements

1. Purpose and authority

The Cypress Hills Regional College offers educational services and programs under the authority of Section 14 of *The Regional Colleges Act.*

The Board of the Cypress Hills Regional College is responsible for administering and managing the educational affairs of the College in accordance with the intent of *The Regional Colleges Act* and its regulations.

2. Significant accounting policies

These financial statements have been prepared in accordance with generally accepted accounting principles and include the following significant policies:

(a) Fund accounting
The accounts of the College are maintained in accordance with the principles of fund accounting. For financial reporting purposes, accounts with similar characteristics have been combined into the following major funds:

(i) Operating fund
The operating fund consists of those revenues and expenses relating to the general operations of the College.

(ii) Capital fund
The capital fund reflects the equity of the College in capital assets after taking into consideration any associated long-term debt. The capital fund consists of transfers and donations designated for capital purposes by the contributor, net of the annual amortization expense.

(b) Revenue recognition
The College follows the restricted fund method of accounting for grants. Restricted transfers related to general operations are recognized as revenue of the operating fund in the year in which the related expenses are incurred. Transfers restricted for capital assets are recognized as revenue of the capital fund when received or receivable.

Unrestricted operating transfers are recognized as revenue of the operating fund when received or receivable. Tuition and fee revenue is recognized as the course instruction is delivered. Revenue from contractual services is recognized as the service is delivered.

(c) Capital assets
Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date on contribution. Amortization is charged on a straight-line basis over the estimated useful lives of the assets at the following rates, and is reported as an expense in the capital fund:

Land	0%
Buildings	5%
Furniture and equipment	10% to 33%

2. Significant accounting policies (continued)

(d) Inventories
Inventories are recorded at the lower of cost and net realizable value.

(e) Investments
Investments are recorded at the lower of cost and market value.

3. Accounts receivable

The accounts receivable as at June 30 were comprised as follows:

	2000	1999
Saskatchewan Post-Secondary Education and Skills Training	$ 130,479	$ 32,071
Federal government	21,852	13,336
Other	75,984	58,050
	$ 228,315	$ 103,457

4. Capital assets

	2000			1999
	Original cost	Accumulated amortization	Net book value	Net book value
Land	$ 50,000	-	50,000	$ 50,000
Pavement	29,756	11,902	17,854	23,805
Buildings	1,044,029	325,382	718,647	760,240
Furniture and equipment	685,566	556,264	129,302	104,624
	$ 1,809,351	893,548	915,803	$ 938,669

5. Deferred revenue
Deferred revenue consists of transfers received to carry out specific activities in excess of the expenses incurred on those activities at the end of the fiscal year as follows:

	2000	1999
Federal government	$ 17,680	$ 6,340
Saskatchewan Post-Secondary Education and Skills Training	335,672	325,109
Other	3,733	2,500
	$ 357,085	$ 333,949

6. Related party transactions

These financial statements include transactions with related parties. The College is related to all Saskatchewan Crown agencies such as departments, corporations, boards and commissions under the common control of the Government of Saskatchewan. Also, the College is related to non-Crown enterprises that the Government jointly controls or significantly influences.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. These transactions, and amounts outstanding at year end, are as follows:

The College brokerages course programs from SIAST. The amount incurred during the year amounted to $346,891 (1999 - $413,244).

The College purchased telephone and utilities services from Saskatchewan Crown Corporations in the amount of $89,644 (1999 - $76,277).

The College offers courses through the University of Regina. The amount paid to the university was $99,307 (1999 - $89,408).
The College holds one Saskatchewan Savings Bonds:
- face value of $100,000, maturing July 15, 2005, interest rate 5.75%

The College paid $25,342 (1999 - $20,144) to Saskatchewan Property Management Corporation for vehicle leases and mail services.

Other transactions with related parties and amounts due to/from them are described separately in the financial statements and the notes thereto.

7. Pensions

Employees of the college participate in one of two pension plans. Teachers and other employees holding a teaching certificate participate in a defined benefit plan, the Teachers' Superannuation Plan (TSP) which is administered by the Teachers' Superannuation Commission. The college has no financial obligation to TSP. Eligible employees contribute to TSP for their current service. No matching contribution is made by the Board. The General Revenue Fund is responsible for the financial obligations of the TSP.

All other employees participate through Municipal Employees' Pension Plan (MEPP) which is also a multi-employer defined benefit plan. The last actuarial valuation of the MEPP indicated there was a surplus in the plan. The college's financial obligation to the MEPP is limited to making required payments to match amounts contributed by employees for current services. Pension expense for the year amounted to $52,964 ($44,319 for 1999).

8. Commitments

The College is obligated under the following lease agreements:

(i) Gravelbourg Learning Centre: A two-year agreement, entered into with the Gravelbourg School Division #109 effective from July 1, 1999 specifies a rental of $7,296 per year.

(ii) Shaunavon Learning Centre: A one-year agreement continuing thereafter on a year to year basis, entered into with the Shaunavon School Division #71 effective August 1, 1994 specifies a rental of $4,800 per year.

9. Line of credit

The College has obtained approval to establish a line of credit of $250,000 at Southwest Credit Union Ltd. with interest at a rate of prime less 1/4% secured by an assignment of government grants, program payments and other revenue. The College did not utilize this line of credit during 1999-2000.

10. Financial instruments

(a) The carrying amount of cash temporary investments, accounts receivable, accounts payable and accrued salaries and vacation payable approximates fair value due to the short-term maturity of these instruments. There are no significant terms or conditions related to these financial instruments that may affect the amount, timing or certainty of future cash flows.

(b) The College is exposed to credit risk from the potential non-payment of accounts receivable. The majority of the College's receivable are from the provincial and federal government, therefore, credit risk is minimal.

11. Interfund transfers

In 1999 - 2000 the Board approved a transfer of $40,860 from the Operating Fund to the Capital Fund to be used for capital purchases.

12. Uncertainty due to the Year 2000 Issue

The Year 2000 Issue arises because many computerized systems use two digits rather than four to identity a year. Date-sensitive systems may recognize the year 2000 as 1900 or some other date, resulting in errors when information using 2000 dates is processed. In addition, similar problems may arise in some systems which use certain dates in 1999 to represent something other than a date. Prior to December 31, 1999 the Cypress Hills Regional College undertook to do everything necessary to ensure the year 2000 issue would not negatively impact it. The process included a year 2000 compliance review of internal financial and student systems and a similar review of operating systems for building, program and information technology equipment. Although the change in date has occurred, it is not possible to be certain that all aspects of the Year 2000 Issue affecting the entity, including those related to the efforts of customers, suppliers, or other third parties, have been fully resolved.

13. Budget amounts

The budget was prepared by regional college management with Board approval given on May 25, 1999. Ministerial approval was received May 9, 2000.

Cypress Hills Regional College
Statement of Operating Fund Revenues by Function
for the year ended June 30, 2000

Schedule 1

	Administration	Programming				Support Services				
	General Revenue	Community Individual Development	Adult Basic Education	University	Vocational Technical	Student Services	Career Services	2000 Total	2000 Budget	1999 Total
Revenues:										
Post-Secondary Education and Skills Training										
Administration	96,350	0	0	0	10,788	10,420	0	117,558	95,000	110,107
Base Grant	1,048,995	0	0	0	0	0	0	1,048,995	1,177,884	1,115,311
Program Payments	0	0	332,947	0	647,532	31,980	0	1,012,459	1,080,441	1,037,874
Contracts	20,000	0	4,685	55,524	0	0	50,000	130,209	0	0
Facility Renovations	0	0	0	0	0	0	0	0	0	0
Rent	30,000	0	0	0	0	0	0	30,000	30,000	15,000
Other	260	0	0	0	0	0	0	260	95,006	38,976
TOTAL	1,195,606	0	337,632	55,524	658,321	42,400	50,000	2,339,481	2,478,331	2,317,268
FEDERAL GOVERNMENT										
Administrative Recovery	2,793	0	0	0	0	0	0	2,793	0	0
Program Payments	0	0	70,723	0	0	0	0	70,723	42,000	134,651
Other	1,576	0	14,629	0	0	0	0	16,205	2,792	6,893
TOTAL	4,369	0	85,352	0	0	0	0	89,721	44,792	141,544
OTHER										
Administrative Recovery	0	0	0	0	0	0	0	0	0	0
Contracts	70,107	7,741	24,791	17,757	36,297	0	0	156,692	120,700	128,085
Interest and Dividends	44,284	0	0	0	0	0	0	44,284	15,000	37,731
Rents	3,639	0	0	0	0	0	0	3,639	5,000	3,435
Resale Items	1,460	440	0	0	150	0	0	2,050	0	5,195
Tuition	0	109,163	230	61,451	250,433	0	0	421,277	421,558	424,947
Other	90,305	2,599	14	0	47,965	3,479	57,270	201,634	54,080	98,509
TOTAL	209,795	119,943	25,035	79,208	334,844	3,479	57,270	829,574	616,338	697,902
Total Revenue	1,409,769	119,943	448,019	134,732	993,165	45,879	107,270	3,258,776	3,139,461	3,156,714
Total Expense	1,431,219	71,698	379,108	109,480	815,062	123,666	162,881	3,093,115	3,119,161	3,044,955
Excess/<Deficiency> of revenue over expenses	(21,450)	48,245	68,911	25,252	178,103	(77,787)	(55,611)	165,661	20,300	111,759

see accompanying notes to financial statements

STARK & MARSH

Cypress Hills Regional College
Statement of Operating Fund Expenses by Function
for the year ended June 30, 2000

Schedule 2

	General Administration				Programming				Support Services				
	Board	Administration	General Revenue	Organization	Community Individual Development	Adult Basic Education	University	Vocational Technical	Student Services	Career Services	2000 Total	2000 Budget	1999 Total
Contractual and Professional Services	2,120	14,110	0	3,610	51,714	9,247	83,639	455,944	2,255	0	622,640	807,341	658,837
Rentals	0	29,163	0	12,548	1,653	70	0	31,328	64	0	74,827	76,839	82,616
Repairs & Maintenance	0	46,573	0	915	0	0	0	0	0	0	47,488	21,000	54,355
Operating (Schedule 3)	33,885	197,213	0	68,546	17,727	32,126	25,840	97,404	4,703	26,748	504,192	410,251	428,072
Personal Services	16,967	504,947	0	500,621	605	337,665	0	230,386	116,645	136,133	1,843,968	1,803,730	1,821,075
TOTAL EXPENSE	**52,973**	**792,005**	**0**	**586,241**	**71,698**	**379,108**	**109,480**	**815,062**	**123,666**	**162,881**	**3,093,115**	**3,119,161**	**3,044,955**

see accompanying notes to financial statements

STARK & MARSH

Cypress Hills Regional College
Schedule of Operating Expenses
for the year ended June 30, 2000

Schedule 3

	2000 Total	2,000 Budget	1999 Total
OPERATING EXPENSES			
Advertising	71,633	44,797	49,005
Association Fees and Dues	7,041	7,110	6,173
Bad Debts	217	250	0
Bank Charges and Interest	213	60	166
Computer Software	39,108	11,925	14,002
Computer Supplies	64	0	4,691
Minor Equipment Purchases	23,729	8,000	10,006
Conference and Training Fees	15,964	29,100	20,762
Insurance	12,446	11,000	11,449
Licenses & Taxes	3,877	2,500	4,277
Materials and Supplies	110,346	99,793	86,752
Postal, Freight and Courier	12,194	6,400	11,661
Printing and Duplicating	7,504	19,350	18,416
Resale Items	0	0	0
Subscriptions	1,059	1,280	1,471
Telephone	43,136	49,816	47,211
Travel	89,358	64,470	82,411
Utilities	66,203	54,400	58,288
Other	100	0	1,332
Total:	**504,192**	**410,251**	**428,072**

see accompanying notes to financial statements

PUBLIC ACCOUNTS
CYPRESS HILLS REGIONAL COLLEGE
1999-2000

VENDORS PAID OVER $20,000

Listed are payees who received $20,000 or more for the provision of goods and services, including office supplies, advertising, contracts, and equipment.

Vendor		Amount
Boston Pizza	$	29,949.24
City of Swift Current	$	57,592.54
Computer Sales & Training	$	37,512.22
Grand & Toy	$	26,799.69
Great West Life	$	60,011.70
Kyle Seed Cleaning	$	29,312.33
Medicine Hat News	$	23,466.35
MicroAge Computers	$	31,492.21
Municipal Employee Pension Plan	$	52,963.92
National Manufacturing	$	36,400.10
RBC Dominion Securities	$	250,000.00
Receiver General of Canada	$	98,550.52
Redhead Equipment Ltd.	$	23,410.00
Sask Energy	$	21,516.11
Sask Property Management	$	25,342.31
Sask Teacher's Federation	$	24,221.73
Sask Tel	$	68,127.64
SIAST - Kelsey Institute	$	35,843.49
SIAST - Palliser Institute	$	106,651.10
SIAST - Wascana Institute	$	77,788.67
SIAST - Woodland Institute	$	126,607.90
Southeast Regional College	$	92,978.76
University of Regina	$	51,933.46
Other	$	770,846.30

PUBLIC ACCOUNTS
CYPRESS HILLS REGIONAL COLLEGE
1999-2000

SALARIES PAID OVER $2500.00

Listed are individuals who received payment for salaries,wages,honorariums,etc.,which total $2500.

Name	Salary	Name	Salary
Boutwell, Dawn	$ 38,003.54	Kehler. Lorraine	$ 46,387.21
Clarke, Neil	$ 77,836.00	Morstad, Maureen	$ 18,413.25
Molyneux, Diana	$ 40,948.53	Lewis, Jean	$ 13,423.92
Gordon, Elizabeth	$ 50,112.34	Vigueras, Linda	$ 49,487.95
Gove, Terry	$ 65,209.00	Lautsch, Stan	$ 15,069.76
Forde, Terry	$ 9,512.11	Ghosh, Bula	$ 30,799.09
Melhoff, Claire	$ 62,047.44	Kosolofski, Boyd	$ 24,381.41
Robinson, Sharon	$ 31,425.54	Budd, Evan	$ 14,559.66
Huff, Vicky	$ 24,148.73	Raab, Verna	$ 2,939.01
Booth, Joanne	$ 20,424.30	Willatt, Linda	$ 15,721.20
Jacobson-Gundlock, T	$ 11,441.45	Roberts, Colleen	$ 26,325.60
Busch, Karen Dawn	$ 40,609.45	Cote, Donnaline	$ 2,822.70
Tweed, Darryl	$ 6,079.10	Olfert, Marg	$ 42,183.76
Tweed, Charlotte	$ 12,978.62	Funk, Jeff	$ 26,170.48
Richmond, Karen	$ 38,943.10	Blohm, Doug	$ 33,975.96
Harapiak, Jackie	$ 531.71	Wiebe, John	$ 27,825.34
Huntley, Krista	$ 13,648.41	Wightman, Larry	$ 5,397.00
Newby, Karen	$ 9,185.42	Martinson, Patricia	$ 3,315.00
Redmond, Edna	$ 31,448.01	Vigueras, Linda	$ 49,487.95
Cote, Cheryl	$ 16,053.17	Hnatiuk, Marg	$ 31,425.54
Benesh, Mary Jane	$ 22,368.00	Haydon, Brenda	$ 41,951.21
Hlady, Pat	$ 30,370.78	Cronan, Ron	$ 43,483.29
Schafer, Marg	$ 31,081.00	Stevenson, Bonnie	$ 29,985.76
Remy, Ann-Marie	$ 23,987.33	Cole, Theresa	$ 5,973.00
Denning, Darryl	$ 36,419.15	Heinrichs, Louise	$ 53,530.89
Shumilak, Mary	$ 44,668.64	Steinley, Adeline	$ 42,997.46
Ross, Elena	$ 5,691.82	Kehler, Lorraine	$ 46,387.21
Foster, Joan	$ 45,584.60	Morstad, Maureen	$ 18,413.25
Heise, Adele	$ 44,994.54	Lewis, Jean	$ 13,423.92
Fehr, Sharon	$ 40,949.54	Other	$ 94,498.73
Cooper, Lyla	$ 30,519.60		